



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KY VETERANS CENTER ASSISTANT ADMINR

Job Number: 20001859

Job Code: 96810V161016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 12/01/1991

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists the Administrator in managing both medical and non-medical services, programs and staff of a Kentucky Veteran's Center; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of supervisory or administrative experience in a nursing home or an institution involving the care, treatment, rehabilitation, housing, feeding and work of various types of persons with emphasis upon the disabled and aged.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in administration or supervision of a long-term care facility or related facility will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a Nursing Home Administrator by the Kentucky Board of Licensure for Nursing Home Administrators as required by KRS 216A.030 and KRS 216A.080 and defined by 201 KAR 6:020. <http://162.114.4.13/KRS/216A00/080.PDF> <http://www.lrc.state.ky.us/kar/201/006/020.htm> Must maintain any required licensure(s), certification(s), or other credentials for the

length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages both medical and non-medical services and programs at a KVC in accordance with current federal, state and local standards, guidelines and regulations that govern the long term care facility. Ensures the highest degree of quality nursing care is maintained at all times. Assists the department supervisors in developing, reviewing, modifying and updating the policies and procedures that apply to their areas. Ensures these guidelines are properly interpreted and adhered to by staff members. Monitors and maintains a monthly reporting system of all activities that occur within a KVC. Evaluates performance, productivity and efficiency of the professional and clerical staff. Serves as liaison between the administrator and medical and other professional employees. Participates on and ensures the effective functioning of the committees required by the state and federal regulatory agencies. Ensures patients' rights are protected to include the opportunity for patient input into a patient rights committee. Ensures that licensed and certified personnel have the necessary professional or technical credentials required by law. Makes periodic inspections of the facility to assure that established policies and procedures are being implemented and followed and reports findings to the administrator.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.